

FINANCIAL ACCOUNTING MANAGER

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Financial Accounting Manager performs complex professional and difficult administrative work managing the activities of various Divisions within the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with occasional contacts with higher-level personnel on matters requiring cooperation, explanation and persuasion. The physical work is limited in nature, mostly in an office setting with often serious mental stress and effort in handling multiple tasks and meeting deadlines. The work, by its nature and scope, is subject to functional policies and goals under the general managerial direction of the Director of Finance. The incumbent participates with others in program development, service delivery and supervision of subordinate staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages a major division in the Finance Department, including supervising, planning, coordinating, reviewing, and evaluating the work of a staff consisting of professional and clerical personnel.
- Instructs subordinate employees on technical financial problems and in the interpretation and application of financial management office rules, regulations, and procedures.

- Closes the City's books on a monthly basis. This includes processing payroll checks, accounts payable checks and journal entries in order to produce automated financial information to be distributed to the City's departments for review and budget guidance.
- Prepares journal entries and financial analysis of all funds.
- Addresses problems and questions raised by external authorities, auditors or user departments relative to the work.
- Coordinates the City's year-end audit in order to prepare, with staff assistance, the Comprehensive Annual Financial Report and the State of Maryland's Uniform Financial Report resulting in an unqualified opinion from the Independent Auditors with the goal of earning a Certificate of Achievement for Excellence in Financial Reporting.
- Prepares revenue projections and cash flows for the City's Strategic Plan.
- Prepares revenue and expense projections for the City's Annual Budget. Determines the rates for water, sewer, and refuse by producing a six-year cash flow projection.
- Directs the year-end financial closing process.
- Serves as coordinator for all City audits.
- Prepares a variety of other special financial reports as may be required.
- Directs the investments of the City's excess funds in order to obtain the highest yield.
- Acts as liaison with the Government Finance Officers' Association, keeping abreast of current reporting standards.
- Assists in preparing financial information for official statements relative to Bond issues and other public documents.
- Stays abreast of current generally accepted accounting principles as they relate to the City and works with staff to ensure adherence to changes.
- Formulates accounting policies under which other City departments operate.
- Performs other duties as may be required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's Degree (required) Master's Degree (preferred) from an accredited college or university in Business Administration with a concentration in Accounting and five years of progressively responsible supervisory experience in Accounting. CPA preferred.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of municipal accounting, and of their application to a wide variety of accounting transactions and problems.
- Considerable knowledge of office procedures, practices, systems and equipment as applied to complex municipal accounting systems.

- Considerable knowledge of the principles and practices of municipal financial administration with particular reference to accounting, payroll and budgeting systems.
- Considerable knowledge of the principles of public administration and supervision.
- Working knowledge of the operation, capabilities and limitations of business and automated data processing systems.
- Ability to analyze and evaluate municipal accounting problems, to develop pertinent financial data and systems evaluations, and to revise systems accordingly.
- Ability to plan, organize, and supervise the work of a group of subordinates in a manner conducive to full performance.
- Ability to prepare clear, concise, accurate and timely financial reports and statements.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and other City officials, and the general public.